



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Memorandum

Subject: **INFORMATION**: Senior Level and
Scientific/Professional Pay System

From: *Patricia A. Prosperi*
Patricia A. Prosperi, Director
Departmental Office of Human Resource Management

To: Administrative Management Council
Human Resources Council

Date:

DEC 22 2005

Reply to
Attn. of:

In 1992, the Department established a separate pay structure for Scientific/Professional (ST) and Senior-Level (SL) positions that is similar to the general schedule (GS) pay system. The current system has ten pay levels and each pay level has 10 intervals. This system has become obsolete as the Department looks for innovative ways to link salary and awards more closely to employee performance. Therefore, the current pay structure will be abolished as of January 7, 2006, and replaced with a pay banding structure for SL and ST employees.

Of the Department's 8 allocations, there are currently 5 encumbered SL and ST positions. The underlying base pay of these employees now falls within the minimum and maximum pay rates defined by the Office of Personnel Management. Therefore, the change to the pay banding structure will not result in loss of pay for any SL or ST employee. The employees will actually receive a pay increase as a result of the 2.1% across the board pay increase that has been authorized along with the increase in locality pay for their respective geographical areas.

The rules for advancing an employee within the pay bands will remain consistent with the current policy therefore permitting an SL/ST employee to be advanced (promoted) to a higher level within the pay band only one time during any continuous 12-month period. As with the current policy, advancements will only be considered at the recommendation of Departmental Officers and Heads of Operating Administrations and shall be based on factors such as changes in position content and performance. The ERRC will retain final approval authority for all pay increases.

This memorandum serves as interim guidance. A formal policy implementing these changes will be issued within 90 days. If you or your staff have any questions or need further information, please contact Nancy Gauthier of my staff on (202) 366-9453.